



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Title: **Telecommunications Technical Coordinator**

Class Code: 3310

Non-Exempt

EEO Code: 03

Effective Date: October 1, 2001

Major Function

Performs coordination and technical work in the proper installation, programming, maintenance, modification, and repair of telecommunications equipment, components, systems and networks.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, and coordinates daily work activities as it pertains to Telecommunications repair, maintenance and systems. Provides training and instruction to staff as necessary.

Coordinates with other County Departments and agencies on assigned Telecommunications activities and projects.

Identifies and performs preventative maintenance schedule and work for telecommunications systems and equipment.

Develops and maintains standardized work methods and schedules for the proper installation, programming, maintenance, modification, and repair of various telecommunications equipment, components, systems and networks.

Assures that work priorities are accomplished in a timely and efficient manner and submits periodic reports of progress and completion of assigned work.

Performs after hour on call duties as required by the Telecommunications Division.

Performs other duties as assigned or as may be necessary.



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Page 2 Working Title: **Telecommunications Technical**

Coordinator

Minimum Qualifications

Considerable knowledge of electronic, analog, digital, and electrical circuitry involved in the installation, maintenance, modification, and repair of telecommunications equipment, components, systems and networks to include paging, alarm, and sound systems. Knowledge of fiber optic transmission and/or theory.

Ability to comprehend telephone data administration programs, and Radio data administration programs, for the development and input of software changes using maintenance computer terminals to meet the requirements of the system end users. Ability to read and interpret repair and installation work in schematic diagram form to include telecommunications network diagrams. Ability to communicate both orally and in writing.

Skilled in the use of all electronic/electrical tools and test equipment required for the installation, maintenance, modification, and repair of telephone systems and associated equipment.

High School Diploma or GED supplemented by military or civilian electronic school training that included digital circuit theory with certificate of completion and two (4) years experience in the field of electronics performing at a telecommunications technician level or performing electronic communications equipment installation, programming, maintenance, modification, and/or repair. Microcomputer experience preferred.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes working in an office setting as well as a maintenance shop environment. Duties also include exposure to high noise environments, high dust and dirt environments, exposure to electrical energy. Work environment may also include working in areas exposed to weather, heat, cold, dampness and/or high humidity. Work environment also includes working above or below ground level. May be required to work in areas with poor ventilation. Position requires moderate lifting and carrying of objects weighting between 25 and 50 pounds. Duties require incumbent to be able to distinguish colors and using tools with high manual dexterity.